

## 2023 NC Reentry Conference Vendor Guidelines

1. **Vendor Space** – Booth locations will be assigned on a first-come, first-served basis. Premium booth locations will be reserved for conference sponsors. Entities that sponsor a speaker or event will also receive a vendor booth space as part of the sponsorship status. Booth assignments will be made based on the timely receipt and acceptance of a completed application and space availability.

All vendor booths are 6' x 3' unless otherwise noted. The total height of the vendor's exhibit should not exceed 10 feet in height. All display fixtures and vendor materials should be confined to the assigned area of the vendor's space and to not impede neighboring vendors' space or the vendor hall main aisle.

Please be aware that facility lighting may not illuminate all areas evenly and effectively for the vendor booths. The North Carolina Department of Adult Correction (NCDAC) will not assume responsibility for providing additional lighting. NCDAC will not assume responsibility for the temperature levels of the vendor hall during the setup, show or tear-down periods.

2. **Payment of Space** – Full payment is to be made using the [2023 North Carolina Reentry Conference | NC DAC](#) Payment acknowledges acceptance of the official vendor rules and regulations. No refunds are permitted.
3. **Subcontracting Space** – Subcontracting of booth space, the substitution of vendors or advertisement of goods other than those expressed by the original contracted company will not be permitted and will result in the removal of all involved parties from the vendor hall and barred from being a vendor at future NCDAC conferences.
4. **Staffing** – Vendors will be responsible for providing adequate staffing of the booth during the contact hours of the Conference. Booth representatives, including demonstrators, must be properly registered and wear badges.
5. **Noise Control** – If images, loudspeakers, or sound devices are used, the vendor agrees to maintain operation of equipment at a conversational level that is not objectionable to neighboring vendors and does not create a disturbance for the Conference or the hotel's normal business activities.
6. **Hazards** – No live animals, smoke machines, strobe lights, open flame, flammable liquids, or other safety hazards will be permitted in the vendor area.
7. **Solicitations & Collections** – No solicitations or collections in the vendor area or conference facility, whether for charity or otherwise, shall be made, attempted, or allowed.

8. **Limitation of Liability** – A vendor's property and merchandise are shown at their own risk and hazard. NCDAC will not assume any responsibility for any losses incurred due to accident, fire, theft, flood, or lightening or by any other means. Each vendor will assume full liability and agree to not hold the NCDAC responsible for any claims arising from any act or omission by the vendor, or their employees.
9. **Logo** – NCDAC does not permit the use of the agency or conference logo unless written approval has been provided by the Department.
10. **Vendor Load-In/Load-Out** – All vendors must set up and be operational by 7:30am on Tuesday, April 4, 2023. To save time, tent cards will be placed on assigned vendor booths prior to arrival. Dismantling of vendors is permitted after 2:30 p.m. on Wednesday, April 5, 2023. If a vendor is not operational by 7:30am, NCDAC reserves the right to revoke a vendor's registration if necessary.
11. **Venue Requirements** – Vendors may provide individually wrapped food items or appropriate promotional items at their vendor tables. Displays should be free of potentially offensive or inflammatory language, literature, images, or items as determined by NCDAC.
12. **Compliance** – The North Carolina Reentry Conference (NCRC) Planning Committee and NCDAC reserve the right to cancel registrations of vendors who take actions that violate federal, state, or local law, do not adhere to NCDAC policy, or are incompatible with the mission and values of the NCRC and NCDAC. NCDAC reserves this right at any time.
13. **AGREEMENT OF TERMS, CONDITIONS AND RULES** - Vendor agrees to observe and abide by the foregoing terms, conditions, and rules and by such additional terms, conditions and rules made by NCDAC for the efficient or safe operation of the conference, including, but not limited to, those contained in this application/contract. In addition to the revocation of a vendor's registration and withdrawal of its acceptance of this application/contract, NCDAC in its sole judgment may refuse to consider future participation in conferences by any Vendor who violates or fails to abide by all such terms, conditions, and rules. (NCDAC reserves the right at any time, for any reason to revoke a vendor's registration for violation of terms, conditions, and rules. There is no other agreement or warranty between the Vendor and the NCDAC except as set forth in this application/contract. The rights of NCDAC and the Vendor under this application/contract shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of the respective parties.